

## RFP# NDSL 2010-01      Floyd Edsall Training Center JLUS

### **AMENDMENT TO THE RFP:**

*Pursuant to NAC 623.800, applicants are prohibited from providing cost or fee information as a component of their proposal. The proposals will be evaluated only on the competence and qualifications of the firm. Once the preferred consultant is chosen, they will then be asked to provide task-associated costs, with the understanding that the maximum budget for this project is \$100,000.*

### **ANSWERS TO SUBMITTED QUESTIONS:**

#### **Notes:**

- All questions submitted by 5pm PST April 16, 2010 are listed below verbatim.
- Answers are in ***Bold Italics***.

1. Where is the Nevada State Land Use Planning Agency located? How often do they meet? Where will meetings with SLUPA be held?  
***The Nevada State Land Use Planning Agency (SLUPA) is located in Carson City at 901 South Stewart Street, Suite 5003. SLUPA is a state agency with business hours of 8am-5pm Monday through Friday. SLUPA is a part of the Nevada Division of State Lands (NDSL). It is not envisioned as part of the scope of work for any official meetings to be held directly with SLUPA. However, NDSL (SLUPA) staff will certainly entertain any questions the consultant may have during the life of the process. The consultant will hold meetings in Clark County with the Policy Committee, any Technical Advisory Committees, and possible other stakeholder groups. NDSL (SLUPA) will oversee the process and attend these meetings.***
2. Task 1A - Who are the representatives (i.e. politicians, politically-appointed individuals like planning commissioners, etc.) from the various entities to be a part of the Policy Committee?  
***The consultant is charged with developing the participant list of the Policy Committee and NDSL (SLUPA) will oversee the process. There is a core group of interested entities that should be on the Policy Committee, but the consultant is charged with expanding the list if appropriate. The list of core interested governmental entities include Nevada National Guard, City of North Las Vegas, Clark County, Nellis AFB, UNLV and the Bureau of Land Management. Initial contact has been made with these entities and NDSL (SLUPA) will provide contacts to the chosen consultant***
3. Task 1 Deliverables - Should the Task 1 Deliverables be expanded to include the website?  
***The website is considered an ongoing deliverable across all tasks to foster public transparency, with the draft and final reports posted on the website as a deliverable for Task 7.***

4. Task 2B - Does the State have the Installation Compatible Use Zone contours? Or is the consultant expected to attain those from the appropriate agency?  
Is the GIS data a one-time snap shot taken at the beginning of the study period?  
Does the State desire an updated copy of the GIS data at the end of the study period?  
**NDSL (SLUPA) does not have this information. The consultant is expected to gather all pertinent information for the JLUS from the appropriate agencies. GIS data should be provided in a format as current as possible with the final report being the "snapshot" at that time.**
5. Task 4B - This task seems redundant. Isn't this task completed in the previous 2 tasks? Please provide clarification on the purpose/outcome of this task.  
**The difference between Task 4B and previous tasks is that in previous tasks, the deliverables are associated with EXISTING conditions. In Task 4B, the consultant is asked to consider FUTURE projections based on the analysis of existing information gathered in the earlier tasks.**
6. Task 6B - How many installations shall the consultant review? Do they need to be at the state or federal level? Shall the consultant concentrate on installations in Nevada, or perhaps the southwestern states?  
**This decision is left to the applicant as part of their proposal.**
7. Task 7G - What does "satisfactory public review" entail?  
**A public and transparent process consistent with the Nevada Open Meeting Law is required.**
8. Task 8A - At which step/task does adoption of a resolution creating the JLUS Policy Committee occur?  
**Task 1A deliverables include creation of the Policy Committee and any resolution necessary to facilitate the committee.**
9. Task 8B - Is there a defined length of time desired for the monitoring period?  
**The consultant is expected to define the monitoring period as part of their proposal. Monitoring is NOT expected of the consultant. The consultant is expected to prepare a monitoring plan with recommendations that would be potentially implemented in the future.**
10. Study area - have they defined one? If so, how large is the study area?  
**A study area has not been defined. The term "environs" is used. The consultant is expected to define the study area as part of their proposal, utilizing, among other things, the information provided in the "Project Abstract".**
11. Who is defining the study area? Does the area come out of initial consultant information gathering effort?  
**Please see answer to #10 above.**
12. Is there a required overall schedule? Or key milestones that need to be hit for any of the parties?  
**The consultant is expected to develop a reasonable timeframe for the project as part of their proposal, taking into consideration logical milestones and public transparency.**

13. Can the consultant set a number of meetings based on the RFP steps with extra meetings requested by the client being compensated separately?  
**All tasks should be enumerated as part of the proposal submittal. The contract will allow for the shifting of funds from one task category to another if specific costs are realized higher or lower than original estimates, as long as the actual contract cost total does not change. Pursuant to NAC 623.800, applicants are prohibited from providing cost or fee information as a component of their proposal.**
14. How soon is the Policy Committee established and functioning? Will the State do this?  
**The Policy Committee is a deliverable of Task 1, facilitated by the consultant with NDSL (SLUPA) oversight. Initial contact has been made with City of North Las Vegas, National Guard, Nellis AFB, UNLV, Clark County and Bureau of Land Management. NDSL (SLUPA) will provide contacts to the chosen consultant.**
15. How soon is the TAC likely to be established and functioning? Will the State do this or is the consultant expected to be involved?  
**The Technical Advisory Committee (TAC) is facilitated by the consultant with NDSL (SLUPA) oversight. The TAC is a deliverable of Task 1.**
16. What level of GIS info/data will be supplied by the client?  
**The consultant is expected to utilize existing information wherever possible, and will be the facilitator of all project-related GIS mapping and information. All GIS data and mapping will be provided free-of-charge to the State of Nevada with no proprietary rights held by the consultant.**
17. Task 2- Are existing and future noise contours on the site or in the area, available from the client?  
**The consultant is expected to acquire this information and specify how as part of their proposal.**
18. Task 5 deliverables-the proposed amendments to regulatory, development codes and planning documents could be very extensive work in itself, especially with ordinance language expected. Will this project include only recommendations regarding amendments to draft ordinances as opposed to actual writing of the amended legislation?  
**This project will include only recommendations regarding amendments to draft ordinances as opposed to actual writing of the amended legislation. The JLUS is a study that includes policy recommendations.**
19. If the Consultant provides website content, will the Division of Public Lands upload the content to a site that would be linked from their State website?  
**The consultant is expected to maintain the website.**
20. Will the website be hosted by the Division of State Lands – providing a link from their website?  
**Please see answer to #19.**
21. What level of documentation will be required for meeting minutes requested in the scope of work?  
**The consultant is expected to explain this as part of their proposal, and consider the Nevada Open Meeting Law.**

22. Will the Division of State Lands provide Spanish interpreters for public outreach meetings?

**No.**

23. Does the budget of \$100,000 include hard/fixed costs that will be needed for public outreach meetings i.e. invitations printed and mailed, or will those expenses be reimbursable above the stated budgeted amount?

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24. Is the \$100,000 budget amount correct? It seems low for the number of services being requested.

**The budgeted amount is correct.**

25. Will the "ongoing monitoring" mentioned on page 19 Task 8b be on a time and expense basis as an amendment to the contract?

**"Ongoing monitoring" does not imply that the consultant shall do this task. Task 8B only requires the consultant to develop a plan with suggested recommendations for monitoring.**

26. Do we need to include in the proposal copies of the firm's business licenses (state and local) as well as professional licenses (such as engineering or architectural) for key personnel?

**Yes.**

27. Do we need to provide proof of insurance (prime vendor and subconsultants) with the proposal?

**Yes. Please see requirements in the RFP.**

28. Will it be possible for the Policy Committee and the TAC to meet together at some points in the process as opposed to separate meetings?

**This is possible and should be explained by the consultant as part of their proposal.**

29. Can the Policy Committee and the TAC review drafts by e-mail as opposed to at a meeting?

**Drafts can be reviewed electronically if the intent is to be more prepared and educated for an upcoming meeting.**

30. Is the Division of State Lands looking for vendors to respond to each task listed in the scope of work (pgs 10-19) or does the State want vendors to describe how they can accomplish the tasks and why they are qualified in section 4.1.7 on pg 20?

**Consultants are requested to complete the information in the RFP in a manner that they feel best expresses their qualifications.**

31. Section 4.1.9 asks if “the contractor (has) ever been engaged under contract by any State agency”, does this include work done for State agencies while working as a subcontractor, or only work where the firm was directly contracted with the State agency?

***The consultant should provide information on any contracts that the consultant has held directly with a State agency AND any when the consultant was a subcontractor on a State project.***

32. Can we provide, as part of our price proposal, a base price and then supply prices for additional options that can be provided upon request or agreement?

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33. For land use maps, will GIS base maps be provided by the appropriate agencies, i.e., North Las Vegas, Clark County, etc.?

***The consultant is expected to utilize existing GIS information wherever possible in the development of mapping and data.***

34. Will the Policy Committee and TAC meetings be held in person or will teleconferences be utilized? If they will be in person, is it correct to assume the meetings will be held on or near the Training Center?

***Meetings will be held in person at varying locations in Clark County depending on meeting space. The training center and the City of North Las Vegas are two locations that are suitable but not necessarily the only places. Teleconferencing should occur only on a limited basis.***

35. For meetings with State Lands, can we assume meetings are in Carson?

***NDSL (SLUPA) will oversee the process and the consultant is the facilitator of all meetings. NDSL (SLUPA) staff will be on hand for meetings in Clark County, since that is the focus area of the study as well as the physical location of the stakeholders.***

36. Is there a project timeline, i.e., completion date?

***The consultant is expected to develop a reasonable timeframe for the project as part of their proposal, taking into consideration logical milestones and public transparency.***

37. Will staff be available to assist at public meetings, workshops, Policy Committee and TAC meetings?

***The consultant is expected to run the meetings with oversight by NDSL (SLUPA) staff.***

38. The RFP does not specifically ask for a scope of work or project understanding, do you want on and/or can we include one?

***NDSL (SLUPA) expects the consultant to include within the RFP any information that the consultant believes is pertinent to their qualifications for proposal submittal.***

39. Have the applicable agencies, i.e., City of North Las Vegas, Clark County, BLM, been contacted about this project and what is their level involvement to date?

***Pertinent local, federal and state agencies are participants in the process under a memorandum of understanding. Other stakeholders are encouraged to participate and it will be the consultant's responsibility to seek them out. NDSL (SLUPA) has a list of core government stakeholder names and will provide them when requested.***

40. Our quick estimate of hours to accomplish the scope are beyond the \$100,000 budget limit on page 7. How should we view this-what of the scope can we do for \$100,000 or how much would it cost to do the scope?

***The budget amount specified in the RFP is the upper limit. Pursuant to NAC 623.800, applicants are prohibited from providing cost or fee information as a component of their proposal. The proposals will be evaluated only on the competence and qualifications of the firm. Once the preferred consultant is chosen, they will then be asked to provide task-associated costs, with the understanding that the maximum budget for this project is \$100,000. The contract will allow for the shifting of funds from one task category to another if specific costs are realized higher or lower than original estimates, as long as the actual contract cost total does not change.***

41. In reviewing the RFP, item 7.8 directs us to present the information consistent with the indications in the RFP. I am wondering if there is a more specific order of information available or required, and would you like acknowledgements of the informational sections included in the RFP?

***Regarding Item 7.8, please order the information as closely to the RFP format as possible.***

42. Where would you like page 7) referred to as page 1)? Inserted in the document?

***Please insert "Page 7" prominently at the beginning of your submittal.***

43. If sectioning the proposal in to tabbed sections...is the following acceptable? Or should we tab the sections in accordance with the numbering scheme utilized in the RFP? Is a table of contents an acceptable place to cross reference the document's numbering system? For the technical proposal portion of the submission.

Overview of Project

Work Program (should we identify as 3?)

Primary Vendor Information (4?)

- a. Ownership
- b. Disclosure
- c. Locations
- d. Employees
- e. Responsible employees location
- f. Point of Contact Information
- g. Background/History/Qualifications
- h. Length of Service/Experience
- i. State Contracts
- j. Nevada employment
- k. Dun & Bradstreet

I. Resumes

References

***Please tab the sections in accordance with the numbering scheme utilized in the RFP.***

44. Cost: Should this be submitted in a separately sealed envelope under an identified tab, or separated from the rest of the document completely?

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